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16 JUL 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office of Computer Services

REFERENCES : (a) Memo dtd 18 Jun 70, fm DD/S to D/L; same subject
(b) Memo dtd 11 Jun 70, fm D/OCS to DD/S&T;
subject: Office Space

1. We have, in response to your request, made a reexamination of the Office of Computer Services (OCS) situation in an attempt to identify significant deficiencies and to suggest possible solutions. While we are in agreement that OCS has great need for office space, there is at the present time no unoccupied space available in the Headquarters Building.

2. During FY 1968 - FY 1969, office space assigned to OCS was increased and reconfigured to meet requirements placed upon us by OCS. Shortcomings noted in the Inspector General's Report relating to configuration of partitioning resulted from a compromise with the Director, OCS, to allow for proper air circulation within the office area. Further modifications to the partitions permitting complete privacy will require extensive modifications to the air-circulation system.

3. A second issue mentioned in the Inspector General's Report is raising the square feet ratio of space-per-person average in OCS to meet the Headquarters average of square feet. We recognize this issue but see no short-range solution for increasing the space-per-person ratio within OCS.

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4. On the issue of a "more pleasant working environment," the OCS area was redecorated during FY 1968 - FY 1969. The current review by Office of Logistics personnel did not reflect any serious deterioration in the earlier redecoration. This area, however, will be brought to the attention of consultant on environmental improvements, for his personal recommendations.

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5. Reference (b), which levies a requirement for an additional 9,000 square feet of space and addresses itself to space requirements for FY 1971 - FY 1972, plus the additional request for 1,500 square feet from the Support Information Processing System (SIPS) Task Force, makes it evident that an extensive joint space study, considering the practical space limitations in light of OCS management requirements, is now required. Minimum time to conduct this study is about sixty days. This study will, of necessity, examine OCS requirements in relation to overall Directorate of Science and Technology space utilization.

6. As a potential solution, it may be possible, though expensive, to relocate the general purpose computer equipment, and staff personnel and programmers associated with the equipment, to an external Agency location. Such a relocation, in addition to the expense involved, will require extensive planning and possibly authority for additional space acquisition. In view of the Director's dictum on space acquisition, it is more realistic to attempt to find space within that already assigned to the Directorate of Science and Technology. Possible reductions in space requirements for the Office of Special Activities, DD/S&T, in the [] area might fill this requirement. These alternatives will be explored in the study which, subject to your approval and with the agreement and assistance of DD/S&T, we would propose to initiate immediately.



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Acting Director of Logistics

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Att

Reference (b)

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